横須賀基地空席広報		広報番号:	NE-HPT-31-07(A)	
		Announcement No.	28 Feb 07	
		募集締切日:	1 st cut off: 17 Jan 07	
VACANCY ANNOUNCEMENT		Closing Date	2 nd cut off: 7 Feb 07	
Amendment (Amended Driver's License in block 8. from [A/T 車限定も		発行日:	28 Dec 06	
_可] to [A/T 車限定 <mark>は不可</mark>])		Date of Issue		
1.職種名 Job title (等級 Grade <u>5</u> ∕ 語学等級 LAD <u>N/A</u>)	募集人数	4.募集範囲 Area of (
X7 1 1 D 1 1/04 40	No. of	 □ 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity □ 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting 		
Vehicle Driver, #2140	Recruitment			
(車両運転手)	1名			
□ 東致玄 (Administration) □ 甘鉛玄 (Dlue Celler Trede)		distance	nproyee in commuting	
■ 事務系 (Administrative)		□ 現 MLC/IHA 従業員(全在日米軍)		
2.部隊 Activity		Current MLC/IHA Employee Japan Wide		
Navy Exchange, Yokosuka		☑ 外部 Off Base Applicant		
Service Operations Department		5.雇用の種類 Type of Employment		
Flower Shop		_	_	
勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		☐ IHA	⊠ HPT	
3.勤務時間 Work Schedule (週 35 - 40 時間制 hrww)		□ 常用 Permanent	時給 1,020 円	
勤務日 Work Days: 5 days/week		│	m (カ月 Months)	
勤務時間 Work Hours: 0900-1700 or 0900-1800				
休憩 /Recess Period: 1 hours				
□ 夜勤 Night Shift □ 残業 Overtime □ 出張 Business Travel 6.職務内容 Duties:				
Operates light automotive vehicles to deliver merchandise to customers. Performs operator's maintenance such as replenishing fuel, oil,				
grease, water, air and battery fluid as required; cleans inside and outside of vehicles; cares for tools and equipment; makes minor				
emergency repairs. Loads and unloads or assists in loading and unloading cargo, insuring that cargo is properly placed and secured, that				
load capacity is not exceeded. Fills in trip ticker and operator's maintenance service record, and in case of accident, fills out driver's				
accident report.				
Sells merchandise. Helps customers in making selections; explains characteristics of the products, answers technical questions, etc. Displays merchandise; operates cash register; maintains change funds; prepares sales slips and/or other related documents; obtains				
signature of customers; replenishes stocks. Performs work involved in creation, display and selling of floral arrangements, plants and				
flowers.				
Performs other related or incidental duties as assigned.				
7.資格要件/身体条件 Qualification/Physical Requirements				
a. Must have GOJ ordinary driver's license (A/T limited is not accepted).				
b. One year of trade and/or manual work in a related field. Nowledge of systemer sarving concepts and precisions.				
c. Knowledge of customer service concepts and practices.d. Skill in operating an ordinary vehicle.				
e. Ability to operate a cash register, count cash and accurately make change.				
f. Ability to make mathematical computations and operate a 10 key calculator.				
g. Ability to prepare and maintain detailed records such as sales records, etc.				
h. Ability to speak, read and write English at elementary proficiency level. *A handicapped applicant may be accepted, depending on the degree and kind of disability.				
英語力 English Language Proficiency: □必要なし None □初級 Basic □中級 Intermediate □上級 Advanced □特段の能力 Exceptional				
		equired : See block 7 &		
, and December December 1971 Jun 1 mar 1 mg 1 mg Life	onse, Comment Re	iquirea . Dec block / 6	,	

8.提出するもの Application and Associated Documents

職務状況 Working Condition

*☑ 空席応募用紙 Application for Vacancy Announcement	Works on weekends and			
*□ 専門職務経歴書 Resume of Specialized Work Experience	holidays if needed.			
*の記入は Complete * in □ 日本語で Japanese ⊠ 英語で English □ どちらでも Either	必要に応じて週末・			
□ 日本政府発行の普通自動車運転免許証の写し(A/T 車限定 <mark>は不可</mark>)	休日出勤有り			
Copy of GOJ Ordinary Driver's License (AT limited is not accepted.)				
□ 修了証/証明書の写し Copy of Certificate				
□ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)				
□ 英語の能力を証明するものの子と Certificate of English Fronceticy (Copy) □ 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)				
区 80 円切子を貼りし、心券有の郵便番号・注所・氏名を書いた返信用到間 (12cm x 23.3cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is unacceptable.)				
図 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー				
For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy				
For non-Japanese cruzen applicant, copy of Affen Registration and Fassport/visa Copy				
9. 応募書類提出先 Office to Submit				
内部(現 MLC/IHA 従業員)と外部(非従業員)では、提出先が違います。上記必要提出物をお間違えの無い様、 郵送/提出して下さい。募集締切日必着。(HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0 6 0 0 時より、深夜 0 1 0 0 時まで提出可能です。) Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 0100 at night.):				
(注意)上記項目4番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部(非従業員)からの応募書類は無効となりますのでご注意下さい。 When item #4, "Area or Consideration" above shows "Current MLC/IHA employees" only, Off Base applicants will be rated ineligible.				
1. 内部(現 MLC/IHA 従業員)提出先 Current MLC/IHA Employees must submit to:				
〒238-0001 神奈川県横須賀市泊町 1 番地,Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22				
米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka				
	iko) i okosuka			
内線/Extension 243-8152 JN Employment Division (N132)				
2. 外部(非従業員)提出先 Off Base Applicants must submit to:				
〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル4階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegaham	a-dori Yokosuka			
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA	a don, rokosaka			
管理第一係 Management Section				
電話番号 Phone 046-828-6959				
	n Ionanasa II -1:1\			
受付時間:月曜—金曜、0830-1730 (日本の祭日を除く) Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays)				
*雇用条件等のご質問はこちらにお問い合わせ下さい。Please contact LMO/IAA for questions on condition	is of employment.			
10. 事務処理欄 For Official Use				

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.

PD is accurate and current. Certified by Activity: at 12/20/06

軍電 (DSN) 243-5149

HRO: ah 12/26

提出された応募書類はお返ししません。Submitted applications will not be returned.

HPT-Hourly Pay Temporary (日本政府雇用·時給制臨時雇用従業員)

契約期間-1年を越えない期間 (その後更新の可能性あり)

募集部隊担当者 Activity POC: Akira Tominaga

PD No.: NEX-FLOS-002-PT

交通費支給。勤務時間が週30時間以上の場合、社会保険の適用があります。

勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。